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U. S. Department of Agriculture

March 16, 1936.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

I recommend the establishment of the following Regional Divisions each under the Regional Director named to administer, for the respective regions indicated, those sections of the Soil Conservation and Domestic Allotment Act, as amended, assigned for administration to the Agricultural Adjustment Administration, and to continue operations carried on under the Agricultural Adjustment Act and related legislation, as indicated below:

1. Southern Division, comprising the States of South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Arkansas, Texas, and Oklahoma.

Regional Director - Mr. Cully A. Cobb

This Division will assume responsibility for and continue the work of the present Division of Cotton.

2. East Central Division, comprising the States of Tennessee, Kentucky, North Carolina, Virginia, West Virginia, Maryland, and Delaware.

Regional Director - Mr. John B. Hutson.

This Division will assume responsibility for and continue the work of the present Division of Tobacco, Sugar, Rice, Peanuts, and Potatoes.

3. Northeast Division, comprising the States of Pennsylvania, New Jersey, New York, Connecticut, Massachusetts, Maine, Vermont, New Hampshire, and Rhode Island.

Regional Director - Mr. John B. Hutson

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R36 P84

Approved: March 16, 1936
H. A. Wallace
Secretary

4. North Central Division, comprising the States of Ohio, Michigan, Indiana, Illinois, Wisconsin, Iowa, Missouri, Nebraska, South Dakota, and Minnesota.

Regional Director - Mr. Gerald B. Thorne.

This Division will assume responsibility for and continue the work of the present Division of Livestock and Feed Grains. *ad 49*

5. Western Division, comprising the States of North Dakota, Kansas, Colorado, Wyoming, Montana, New Mexico, Arizona, California, Utah, Nevada, Idaho, Oregon, and Washington.

Regional Director - Mr. George E. Farrell.

This Division will assume responsibility for and continue the work of the present Division of Grains. *ad 492*

I further recommend that the work of administratively examining, auditing and paying producers under the new program be handled in the respective States instead of in Washington.

I further recommend that the headquarters for each of the Regional Divisions be maintained in Washington; that no Regional field offices be established; and that the contacts between Washington and the individual States be direct.

I recommend also that the following Commodity Divisions be discontinued and their functions transferred as indicated above:

Division of Cotton
Division of Grains
Division of Livestock and Feed Grains
Division of Tobacco, Sugar, Rice, Peanuts,
and Potatoes.

ad 472 - No change is recommended at this time in the name of functions of the Division of Marketing and Marketing Agreements, the Division of Program Planning, Division of Consumers' Counsel, Division of Information, Division of Finance, Office of Business Management, or in other administrative operating units. *ad 45*

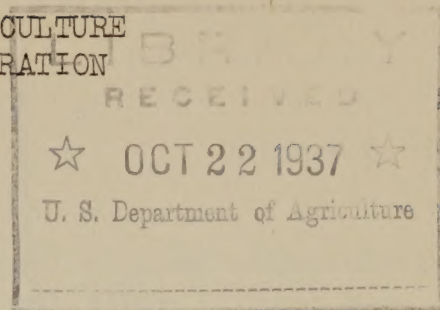
Sincerely yours,

(Signed) H. R. Tolley,
Acting Administrator.

Approved: March 16, 1936.
H. A. Wallace,
Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.



October 1, 1937

MEMORANDUM FOR DIRECTORS OF DIVISIONS
AND CHIEFS OF SECTIONS

Mr. John T. Whalen has been appointed Assistant
Chief, Division of Appointments, Office of the Secretary.

Effective immediately and to continue until further
notice, Mr. James E. Jones, Senior Administrative Officer
in the Office of Business Management, will assume full
charge of the Personnel Section, in addition to the work
he has heretofore performed.

A handwritten signature in cursive script, reading "T. Weed Harvey".

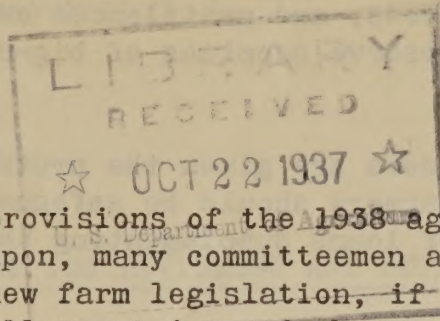
T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

October 5, 1937

Dear Committeeman:



Now that the general provisions of the 1938 agricultural conservation program have been decided upon, many committeemen and other farmers are asking: "What effect will new farm legislation, if enacted, have on the Soil Conservation and Domestic Allotment Act and the agricultural conservation program for which it provides?"

This question has arisen as a result of the joint resolution adopted by Congress to enact legislation for a permanent farm program as soon as possible after returning to Washington. This resolution was adopted August 21, near the close of the session.

In this resolution, the fundamental principles basic to permanent farm legislation were set forth, and it was agreed that legislation carrying out these principles "will be first to engage the attention of the Congress upon its reconvening, and that it is the sense of the Congress that a permanent farm program based upon these principles should be enacted as soon as possible after Congress reconvenes."

The complete text is as follows:

JOINT RESOLUTION expressing the views of the Congress as to a program for the relief and benefit of agriculture.

Whereas the whole Nation suffers when agriculture is depressed; and

Whereas the Nation has felt and still feels the unfavorable economic consequences of two different kinds of misfortune in agriculture; and

Whereas the first of these misfortunes was the ruinous decline in farm prices from 1929 to 1932; and

Whereas the second kind of misfortune was the drought of 1934 followed by the drought of 1936; and

Whereas a permanent farm program should (a) provide not only for soil conservation but also for developing and improving the crop-adjustment methods of the Agricultural Adjustment Act, (b) protect agriculture and consumers against the consequences of drought, and (c) safeguard farmers and the business of the Nation against the consequences of farm-price decline; and

Whereas it is the sense of Congress that the permanent farm legislation should be based upon the following fundamental principles:

(1) That farmers are entitled to their fair share of the national income;

(2) That consumers should be afforded protection against the consequences of drought, floods, and pestilences causing abnormally high prices by storage of reserve supplies of big-crop years for use in time of crop failure;

(3) That if consumers are given the protection of such an ever-normal granary plan, farmers should be safeguarded against undue price declines by a system of loans supplementing their national soil-conservation program; and

(4) That control of agricultural surpluses above the ever-normal granary supply is necessary to safeguard the Nation's investment in loans and to protect farmers against a price collapse due to bumper yields resulting in production beyond all domestic and foreign need;

(5) That the present Soil Conservation Act should be continued, its operations simplified, and provision made for reduced payments to large operators on a graduated scale to promote the interest of individual farming;

(6) That, linked with control of agricultural surpluses, there should be research into new uses for agricultural commodities and the products thereof and search for new uses, new outlets, and new markets, at home and abroad;

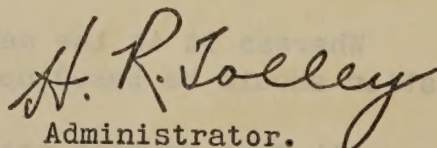
(7) That provision should be made for applications to the Interstate Commerce Commission for correction of discriminations now existing against agricultural products in the freight-rate schedules;

Now, therefore, be it

RESOLVED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED, That abundant production of farm products should be a blessing and not a curse, and therefore legislation carrying out the foregoing principles will be first to engage the attention of the Congress upon its reconvening, and that it is the sense of the Congress that a permanent farm program based upon these principles should be enacted as soon as possible after Congress reconvenes.

Special effort has been made to work out the 1938 conservation program so that it will be in harmony with the resolution. Legislation along the lines contemplated in the resolution would strengthen the 1938 conservation program. It would help farmers hold the gains they have made since 1933. It would be another step toward balanced farming and greater security.

Sincerely yours,


Administrator.

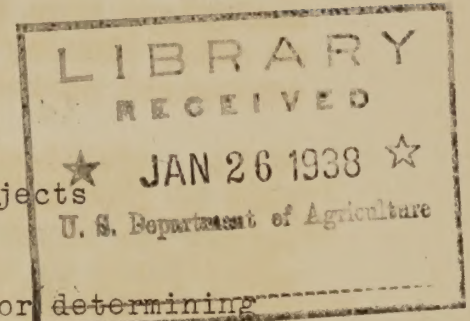
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

January 18, 1938

MEMORANDUM FOR DIVISIONS AND OFFICES

Re: Procedure for Aerial Photography Projects



The Regional Divisions will be responsible for determining the amount and extent of aerial photography contracts or purchases, but all proposals to purchase aerial photography services, prints, or negatives shall be cleared through the Office of the Administrator before commitments may be made to persons or agencies outside the Administration.

The Divisions will decide upon the areas to be aerially mapped and will check against the available records of other agencies to eliminate any areas for which suitable aerial surveys have been made.

In order to insure proper clearance with the offices handling aerial photography projects, the following procedure is established:

I. Clearance with Office of Land Use Planning

As required by Secretary's memorandum No. 697, and instructions of the Office of Land Use Planning, projects (1) involving contracts for aerial mapping, (2) changes in area under contract, or (3) purchases of negatives or prints from commercial concerns shall be cleared with the Coordinator of Land Use Planning through the Office of the Administrator. For this clearance there are required to be submitted to the Office of the Administrator:

1. For projects involving contracts or purchases:

- (a) Two identical copies of Board of Survey and Maps Form No. 3701, with indicated information thereon for each contiguous unit of the territory which is or will be covered under a separate and entire contract, (such as a compact group of counties separated from another group in the same state, or a county or part thereof not touching or near others under a contract).

and five copies of the following:

- (b) Draft memorandum by the Administrator to the Coordinator of Land Use Planning briefly explaining the scope of the project and recommending approval.
- (c) Memorandum of the Division Director to the Administrator justifying the project, listing the counties with the square mileage, and giving estimated costs in detail.
- (d) Completed aerial photography application signed for the Administration by the Division Director, second copy of which will have attached a map of the area, to the scale of not less than 1/8 inch to 1 mile.

- (e) Either:

Aerial photography specifications approved by the Director of Procurement, Treasury Department, including the schedule as approved by the Office of the Solicitor.

- (f) Or in lieu of (e)

In case of purchase of prints to be made from negatives owned by private concerns - a statement justifying the project as an exigency purchase, signed by the Division Director and to be approved by the Administrator.

2. For projects involving changes in area under contract:

- (a) All the papers required in paragraph 1, subparagraphs a, b, c, and d.
- (b) If the increase (or decrease) in area is more than 25%, memorandum to the Secretary recommending such change for the approval of the Secretary, which will be indicated on the memorandum.

When approved by the Land Use Planning Office, the application showing that approval and assigned symbol numbers will be returned to the Office of the Administrator and thence to the proper division for scheduling of bids, changes in contract, or preparation of purchase order.

II. Purchase Procedure

- (1) Purchase of prints from negatives of commercial concerns will be made on regular purchase requisitions, accompanied by statement of exigency purchase and application as approved by the Land Use Planning Office.
- (2) Contracting for original aerial survey.
 - (a) Scheduling and advertising of bids. After receipt of the application approved by the Land Use Planning Office, the Division will mimeograph the approved specifications (if revised); group the counties or parts thereof into bid items and units; prepare the schedule of these items with designating symbols and conditions of bidding on Standard Forms No. 33 and 36, which will be multigraphed upon approval of the Division of Purchase, Sales and Traffic; and transmit to the Property and Supply Section assembled sets of copies of this schedule, specifications, and maps clearly distinguishing the items as shown by the bid schedule. Sufficient sets thus assembled will be supplied to the Property and Supply Section to provide for mailing to prospective bidders, and for the files of that Section, Central Supply Section and the Division of Purchase, Sales and Traffic proper. One set shall also be sent to the Office of the Administrator. The Division of Purchase, Sales and Traffic will set the date upon which the bids will be opened before transmitting them to prospective bidders, and will issue any addenda to the bids as originally advertised.
 - (b) Award of bids. Following opening of the completed bids in the Division of Purchase, Sales and Traffic, they will be transmitted through the A. A. A. Property and Supply Section for preparation of the transcript of bids which will be forwarded with the bids to the regional division for analysis. A recommendation of awards will be made by the regional division to the Administrator, after whose approval the Office of Business Management will transmit the recommendation to the Division of Purchase, Sales and Traffic for award. When the awards

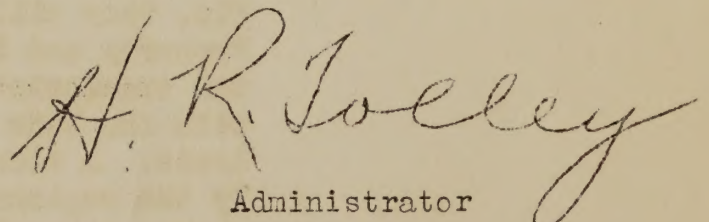
are made, notice of award will be given to the contractor(s) by the Property and Supply Section and the regional division will prepare ten copies of the contract for each award and requisition for purchase of the items specified in the bids, forward the requisition and nine copies of the contract to the Property and Supply Section.

- (c) Communication with bidders. Subsequent handling of details connected with the awards, contracts, or performance bonds will be cleared with the Property and Supply Section and that Section will immediately wire each contractor to proceed under his award, after the contracts and/or performance bonds have been approved by the Secretary. Clearance of contracts, performance bonds, and vouchers will be effected in accordance with usual administrative procedure.

III. Information for the Board of Survey and Maps:

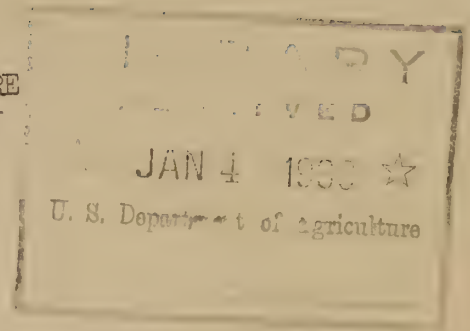
In addition to the copies of B. S. & M. Forms 3701 forwarded with proposals to the Office of Land Use Planning:

- (1) Each regional division shall also submit to the Office of the Administrator two copies of the B. S. & M. Form 3701 when aerial survey of the unit as previously reported on the form is (a) abandoned or (b) completed.
- (2) When plans for aerial survey for the entire year have crystallized to the point at which information on available aerial surveys will be sought from the Board of Survey and Maps, each regional division will submit a map on U. S. Base map of the Geological Survey (scale 1:5,000,000) showing areas for which this Administration is desirous of obtaining aerial photographs.
- (3) In January of each year each regional division will prepare a similar map showing areas for which the Administration has obtained original aerial photographs during the preceding year.


Administrator

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Adm

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



December 19, 1938.

MEMORANDUM FOR DIVISION DIRECTORS AND SECTION CHIEFS
of the
Agricultural Adjustment Administration

There are attached instructions for conformance by the Administration with the regulations of the Division of the Federal Register for preparing documents as parts of a new Code of Federal Regulations. The instructions have been prepared in the form required (except the single spacing) to serve as a sample that may be followed in large measure by the Sections in drafting documents.

Secretary's Memorandum No. 798 issued November 30, 1938 requires conformity with these regulations on applicable documents beginning January 1, 1939. It is therefore requested that all such documents submitted to this office for final approval on or after December 20 be set up in the required form.

Any questions you may have regarding changes in documents necessary to conform with the regulations should be discussed with Mr. McCormick of this office.

Very truly yours,

Administrator

TITLE 7

UNITED STATES DEPARTMENT OF AGRICULTURE

CHAPTER VII

AGRICULTURAL ADJUSTMENT ADMINISTRATION

PART O

Administrative Instructions

Instructions for Codification of Administrative Documents*

- - - - -

Sec.

- O.1 Documents requiring codification.
- O.2 Documents not subject to codification
- O.3 Numbering system.
- O.4 Text of document excluded from codification.
- O.5 Form.
- O.6 Headnotes.
- O.7 Punctuation.
- O.8 Headnotes or table of contents for documents.
- O.9 Amendments.
- O.10 Cross references
- O.11 Editing for printing.

We are required by the Federal Register Regulations of May 26, 1938 (see Federal Register of May 28, 1938), as amended October 11, 1938, to prepare certain documents in so-called codified form, that is, in the form and with the numbering system specified by the Codification Regulations of October 11, 1938 (See Federal Register of October 13, 1938). The form and adaptation of certain types of Administration documents for this purpose are explained below.

CLASSIFICATION OF DOCUMENTS

Section O.1 Documents requiring codification. The following types of documents will be subject to codification:

(a) Bulletins for the national agricultural, range and naval stores, conservation programs and the Insular Region.

* Sections O.1 to O.11 issued under the authority contained in Sec. 10, 48 Stat. 37, Sec. 13, 49 Stat. 1151, Sec. 389, 52 Stat. 69; 7 U.S.C. 610, 16 U.S.C. Sup. III, 690 n.

(b) General regulations, applicable generally in programs conducted by the Administration or in a group of programs, such as regulations applicable to the different types of tobacco.

(c) All proclamations issued under the Agricultural Adjustment Act of 1938.

(d) Regulations signed by the Secretary for determining State, county, or farm acreage allotments or marketing quotas, whether called regulations, instructions, or procedures.

(e) Determination of eligibility for voting in referendum.

(f) Marketing quota regulations.

(g) All documents signed by the Secretary determined by the Office of the Solicitor to be subject to codification.*

Sec. 0.2 Documents not subject to codification. The following classes of documents will continue to be prepared in the form required for publication in the daily issues of the Federal Register but will not require codification:

(a) Notices of hearing or opportunity to be heard.

(b) Experimental county agricultural or range conservation bulletins.

(c) Instructions for conduct of referenda.

(d) 1933 Cotton Producers' Pool regulations.

(e) Cotton price adjustment regulations, rules, or orders.

(f) Amendments to national or insular conservation bulletins, rules, regulations, and orders applicable only in the calendar year 1938 or prior years and which were issued prior to January 1, 1939.

(g) All other documents determined by the Office of the Solicitor to be subject to publication in the Federal Register but which do not fall under Sec. 0.1 (g).*

NUMBER SYSTEM AND FORM

Sec. 0.3 Numbering system. (a) Title. The title number for Administration documents specified in Sec. 0.1 will be TITLE 7.

(b) Chapter. Administration documents of the type covered in Sec. 0.1 will be included under CHAPTER VII.

(c) Parts. The Codification Board has assigned parts 701 to 799, inclusive, for use of the Administration and assignment of part numbers to the different groups of Administration documents is shown on the attached Exhibit A. It will be noted that Parts 701 to 706, inclusive, are for the different conservation program bulletins; Parts 711 to 720, inclusive, will be used for general regulations; Parts 721 to 728, inclusive, will be used for supply, allotment, referendum, and marketing quota proclamations, determination of allotments and marketing quotas, marketing quota regulations, and regulations for determination of allotments and quotas; and Parts 741 to 748, inclusive, are reserved for parity price regulations. The gap between Parts 728 and 741 will be left open for use of similar material if additional basic commodities are added to the Act.

(d) Section Numbers. All documents subject to codification must have a section number and all section numbers will be in Arabic numerals only. The use of terms "part" and "article" with large Roman numbers will not be permissible in any case. However, the use of the group heading to cover a number of sections corresponding to the heading for parts and articles as presently used in regulations need not be discontinued. The sections of all AAA documents will be numbered consecutively with one or more of the numbers from .1 to .999 placed to the right of the part number shown on Exhibit A, but in documents having more than one section the first section shall be numbered with 1 as the last digit of the section number. For example, the codifiable parts of the flue-cured tobacco marketing quota proclamation of February 18, 1938, would fall under Sec. 727.1, and the flue-cured tobacco referendum result proclamation under Sec. 727.2, but Sec. 727.11 (to 727.15) would be used for the first section of the "Instructions for Determination of Flue-Cured Tobacco Farm Marketing Quotas for 1938", and Sec. 727.31 for the first section of the 1938-39 flue-cured tobacco marketing quota regulations. Similar material for the 1939-40 crop year would be numbered starting from Sec. 727.101. This will involve the minimum of alteration of the instructions to leave Sec. 1, 2, 3, etc., for field and general distribution. Section numbers will be assigned to the documents in the order of their issuance.

In the grouping of sections under Part 721 to 728, inclusive, it is advisable to reserve the first 10 sections for allotment or quota proclamation, referendum proclamation, determination of normal yield, and State or county allotments or quotas.

(e) Paragraphs. Paragraphs will be denoted by small letters of the alphabet starting with (a). This system will be used irrespective of whether the paragraphing consists of formal paragraphs, a group of definitions, or a number of items under a section (See Sec. 0.1). The use of small letters in parentheses to separate subdivisions of sections which are not considered formal paragraphs is preferable to the use of numbers in parentheses.

(f) Subparagraphs. Paragraphs may be broken down into subparagraphs identified with small Arabic numerals starting with (1).

(g) Subdivisions. The Codification Board advises against the use of a breakdown any further than subparagraphs, although in cases considered absolutely necessary a breakdown of subparagraphs into subdivisions will be accepted, such subdivisions to be identified with small Roman numerals starting with (i). Further breakdown in subdivisions is not contemplated by the Codification Board.*

Sec. 0.4 Text of document excluded from codification. The preamble, findings, notice clause, or recitation of legislative or other authority will not be included under a section number as such material will be excluded when the sections of the document are fitted into the annual supplement to the Code of Federal Regulations at the end of each year. This has been the general practice in the past. *

Sec. 0.5 Form. (a) Heading of document. The heading of Administration documents may remain the same except that "TITLE 7" will be inserted above UNITED STATES DEPARTMENT OF AGRICULTURE, "CHAPTER VII" will be inserted above AGRICULTURAL ADJUSTMENT ADMINISTRATION, and "Part ----" will be inserted immediately below, to be followed in turn by the heading of the part, for example, "1939 Agricultural Conservation Program" or "Wheat Marketing Quota Provisions", and by the title of the document (if different from the Part title). The Administration or division identification may still be used in the upper left-hand corner of the first page of a document and the indication of the issuance date in the upper right-hand corner.

(b) Statutory citations. The codification Regulations basically require that reference to the legislative or other authority by reference to the section of the law and the volume and page of the U. S. Statutes at Large and the title and section of the U. S. Code are to be included at the end of each section. However, where the majority of sections of a document are based upon one or two sections of a statute, it is permitted to use a so-called blanket citation as a footnote on the first page of the document,

such footnote to be prefixed by an asterisk (*) and referred to the title of the document by the addition of an asterisk at the last word of the title and by the addition of an asterisk after the last letter of every numbered section of the document. Care should be exercised in this connection to use the exact language specified in the Codification Regulations of October 11, 1938, and as shown at the bottom of page 1 of these instructions.

(c) Source citations. The Codification Regulations basically require also a reference to the document itself at the end of each section, but this will not be included in Administration documents. *

Sec. 0.6 Headnotes. Each section and each formal paragraph must carry a headnote indicating the contents thereof. Only the first letter of the first word or of proper nouns may be capitalized in these headnotes.

Sec. 0.7 Punctuation. Special attention is directed to the following points:

(a) Periods or dashes are not to be used immediately following a section number.

(b) All section and paragraph headnotes are to be underlined but the section number and paragraph letter are not to be underlined.

(c) A period will be placed after a section or paragraph headnote. Dashes should not be used immediately following these headnotes.

(d) Paragraph identification and headnotes will follow along on the same line after section headnotes and the text of sections and paragraphs will begin on the same line as the headnotes.

(e) The word "Section" will be spelled out at the headnote of the first section of the document but uniformly thereafter will be shown as "Sec." both in headnotes and within the text of section. *

Sec. 0.8 Headnotes or table of contents for documents. The Federal Register Regulations of May 26, 1938, required that each document have a suitable headnote or table of contents. It is considered advisable to use a table of contents when there are more than two sections to a document. The table of contents will be included in the document immediately below the title of the document if signed on the last page, or as the page following the signature page, if signature immediately follows the preamble or notice clause. The word "Contents" will be typed in the middle of the page to be followed immediately thereunder by the section numbers and headnotes and if considered advisable

by paragraph letters and headnotes (formal paragraphs only). The table of contents may or may not refer to pages of the document.

Sec. 0.9 Amendments. Amendments to codified documents will be prepared in codified form with proper references to the section numbers of the document as codified on June 1, 1938, or subsequently, or as they will appear in the annual supplement for 1938 or for subsequent years. Printed or proof copies of the codification will not be available but an index of all documents included in the Codification of June 1, as well as documents subsequently issued, will be available from this office.

There are no accepted standards for determining the scope of an amendment but it is believed that if more than half of a subparagraph, paragraph, or section is changed by the amendment the amendment should be written in the form of the complete new subparagraph, paragraph, or section. *

Sec. 0.10 Cross references. (a) Within a section. References to other paragraphs or subparagraphs within the same section should be to the paragraph or subparagraph by its identifying letter or number, for example, to "paragraph (b) of this section" rather than to "the following paragraph" or "paragraph (b) below" or "paragraph (b) above."

(b) To other sections. References to other sections should include the number of the section and to paragraphs of other sections should also include the section number, e.g., reference to paragraph (e) of Sec. 0.3 above would be "Sec. 0.3(e)" or "paragraph (e) of Sec. 0.3". Reference to subparagraphs of other sections may be either "Sec. 0.3(e) (2)" or "subparagraph (2) of paragraph (e) of Sec. 0.3".

(c) To other AAA documents. References to other codified documents as a whole shall be by part number or group of section numbers; as a sample, reference to the provisions of the 1939 ACP bulletin as a whole should be "Part 701 (1939 Agricultural Conservation Program Bulletin)". Similarly, reference in the marketing quota regulations to the allotment or quota proclamation would be, in the cotton marketing quota regulations, to "Sec. 722.1" followed in parenthesis by the name or identification of the proclamation. As a further example, Section 201 of the 1938-39 flue-cured tobacco marketing quota regulations, if in codified form, would read (cross reference doubly underlined for illustrative purposes):

"Sec. 201. Establishment of farm marketing quotas. The quota for a farm shall be determined and established in accordance with Sec. 727.11 - 727.15 ("Instructions for Determination of Flue-cured Tobacco Farm Marketing Quotas for 1938" (Form 38 - Tobacco 11) Issued by the Secretary of Agriculture June 16, 1938, as amended [Art. Sec. 313])."

and in Sec. 202 of the same regulations "Part 711" would be inserted following the word "the" in line 3 of Sec. 202 to identify the regulations on administrative review of marketing quotas. Cross references to both the code

identification and to identity of the document as printed by the Administration should be all-inclusive in order that editing for printing may be a simple process of deletion of material to be excluded rather than a matter of substitution of text.

Sec. 0.11 Editing for printing. For distribution to the field or for general use the numbering system and form of these documents will be adapted by deletion of all except the last one or two digits of the section numbers, deletion of the title, chapter, and part identification, and deletion of the footnote on the first page along with the reference asterisks at the end of the sections.*

SERIES OF PART NUMBERS FOR ASSIGNMENT TO
DOCUMENTS OF THE AGRICULTURAL ADJUSTMENT
ADMINISTRATION SUBJECT TO INCLUSION IN THE
CODE OF FEDERAL REGULATIONS

<u>Part Number</u>	<u>Series or Subject of Document</u>
701	Conservation program - National
702	Alaska "
703	Hawaii "
704	Fuerto Rico "
705	Range Conservation program
706	Naval stores conservation program
711	Regulations covering administrative review of marketing quotas (7/13/38)
712	Commodity loan regulations (7/20/38)
713	Regulations on selection and function of county committees (7/28/38)
714	Regulations on refund of penalties - Sec. 714.1-714.13 Tobacco " 714.21-714.29 Cotton
721	Proclamation and determinations relating to corn allotments.
722	Proclamations, determinations, and re- gulations relating to cotton marketing quotas
723	Proclamations and determinations relating to rice allotments
724	Proclamations, determinations and regula- tions relating to burley tobacco marketing quotas
725	Proclamations, determinations, and regula- tions relating to cigar filler and binder tobacco marketing quotas
726	Proclamations, determinations, and regula- tions relating to fire-cured and dark air-cured tobacco marketing quotas
727	Proclamations, determinations and regulations relating to flue-cured tobacco marketing quotas
728	Proclamations and determinations relating to wheat allotments
741	Parity price regulations - Corn
742	Parity price regulations - Cotton
743	Parity price regulations - Rice
744	Parity price regulations - Tobacco - Burley
745	Parity price regulations - Tobacco - Cigar filler and binder

746 Parity price regulations - Tobacco - Fire cured and dark
air-cured
747 Parity price regulations - Tobacco - Flue-cured
748 Parity price regulations - Wheat

UNITED STATES DEPARTMENT OF AGRICULTURE

Washington, D. C.

December 22, 1939.

MEMORANDUM FOR MR. R. M. EVANS,
Administrator, Agricultural Adjustment
Administration.

Dear Mr. Evans:

I hereby approve the steps taken by you -- as set forth in your memorandum of December 12, with attachments -- for getting additional conservation in the 1940 Agricultural Adjustment Administration program. I note that some of the recommendations relating specifically to increasing the proportion of available funds for carrying out soil-building practices and decreasing rates of credit for seedings and other practices have already been approved by me in the docket signed November 25, 1939.

I have had the attachments submitted in your memorandum of December 12 compared with the proposals set forth in Section 2 of the Inter-Bureau Coordinating Committee Report which was considered by the Program Board on November 22. This comparison indicates that the following items are not covered specifically in your memorandum of December 12.

Item 1, Page 12.

Conduct in cooperation with the Extension Service and other educational agencies an intensive educational campaign to acquaint farmers with facts regarding run-off and erosion on land where contour farming or strip cropping are practiced as compared to land not farmed on the contour or strip cropped and to point out the need of contour farming and strip cropping in areas where such practices are practicable. Data as to results of these practices are expected from the Soil Conservation Service. These practices may be included as a requisite to soil-building payment in any county where the educational and demonstration work has made such provision practicable and the requirement is supported by local farmers.

Item 9, Page 13.

A letter, or a series of letters, from the Administrator or Secretary to be addressed to each county and community committeeman in the United States emphasizing

the need for increased conservation, suggesting ways in which additional conservation may be obtained, and sources of local information which may be helpful to the committees in this work.

I presume you are now in the process of working out cooperatively with the Extension Service and the Soil Conservation Service the necessary procedures for covering the first of these items and that you also have in preparation or will soon develop letters to each county and community committeeman emphasizing the need for increased conservation and suggesting ways in which such may be obtained.

I would appreciate receiving copies of these statements when they are completed.

Sincerely yours,

(Signed) H. A. WALLACE

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

December 12, 1939.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

There is attached hereto a memorandum prepared in accordance with your memorandum of November 25, relating to a report of the Inter-Bureau Coordinating Committee with respect to ways of obtaining more conservation. The changes in the 1940 Agricultural Conservation Program directed toward this objective were approved by you in a docket amending the 1940 program on November 25. Further changes in this connection are not contemplated in the 1940 program.

The attached memorandum which is being furnished to Regional Divisions for transmission to State and county offices indicates the steps to be taken in the administration of the program to obtain more conservation through more careful administration of the program and coordination with the work of other agencies.

With respect to item 6 on page 25 of the report of the Inter-Bureau Coordinating Committee, a procedure which is satisfactory to the Agricultural Adjustment Administration, Farm Security Administration, and Soil Conservation Service is now in effect. Except in rare instances, it has not been found desirable to limit practices to those specified by the Farm Security Administration or the Soil Conservation Service, since in a majority of cases each of the practices which are approved for the county meet with their approval. Reference to this item, therefore, has not been made in the memorandum.

There is also attached for the information of other agencies a statement with respect to the decreased rates of credit for soil-building practices which were provided in the recent amendment to the 1940 program.

Respectfully submitted,

(Signed) R. M. EVANS

Administrator.

Attachment.

CHANGES INCORPORATED INTO THE 1940 AGRICULTURAL
CONSERVATION PROGRAM TO OBTAIN MORE CONSERVATION

The 1940 Agricultural Conservation Program was approved by the Secretary of Agriculture on September 6, 1939. Supplement No. 1 to the program was approved November 25, 1939. The 1940 program, as amended, contains provisions that are designed to obtain maximum conservation under the program. Each of the changes were carefully considered and it is believed that under the circumstances will result in the greatest amount of conservation which it is possible to obtain under the program in 1940.

Among the provisions incorporated into the 1940 program designed to obtain more conservation are the following:

1. Provision for the use of a greater proportion of the available funds for carrying out soil-building practices. The amount which may be earned by carrying out soil-building practices was maintained or increased as compared to the 1939 program, while rates with respect to soil-depleting acreage allotments were reduced in many instances. The specific changes which result in a greater proportion of the available funds for soil-building practices are:

(a) A payment of \$30 in addition to all other payments under the program may be earned on any farm by planting forest trees, at the rate of \$7.50 per acre. It is believed that this payment will substantially encourage the planting of forest trees and result in the conservation of land best suited for the growth of forest trees.

(b) In the case of small farms, the amount which can be earned by carrying out soil-building practices will not be less than the amount which together with payments computed with respect to acreage allotments will not be less than \$20. If the payment computed with respect to acreage allotments and the amount available for soil-building practices is less than \$20, the soil-building allowance is increased by the amount of the difference.

(c) Increase the amount available for carrying out soil-building practices in the surplus feed crop areas where the payment computed with respect to general soil-depleting crops is not earned by carrying out soil-building practices by increasing the rate per acre on cropland in the area from 50 to 55 cents per acre.

(d) The payments in connection with soil-building practices for non-crop open pasture land in the areas where such payments are determined on the basis of carrying capacity

will not be less than 10 cents times the number of acres of non-crop open pasture or 640 acres, whichever is smaller. This change provides a larger allowance which may be earned by carrying out soil-building practices on pasture and range land which is particularly in need of improvement.

(c) The provisions of the program with respect to restoration land have been revised to provide a payment of 15 cents per acre with respect to each acre of restoration land. This payment is made to the owner or cash tenant as of June 30, for designating the land and retiring it from crop production. In addition 45 cents per acre of restoration land is available for carrying out soil-building practices designed to restore the land to permanent vegetative cover. Restoration land is land which has recently been cropped, but which should be retired from crop production and a permanent vegetative cover restored. This total of 60 cents per acre compares with 50 cents per acre under the 1939 program. By dividing the payment into two parts, the carrying out of necessary practices on restoration land will be encouraged.

2. Many of the soil-building practices which have been included in the conservation program are directly beneficial to wild life. Specific provisions for wild life conservation have been included in the program for the first time, in 1940, and several soil-building practices have been revised to provide for the development of food and shelter for wild life as a conservation measure.

3. In designated areas, a soil-building practice has been included for 1940 under which payment will be made for growing a home garden for a landlord, tenant, or share cropper family on a farm in accordance with specifications issued by the State committee with the approval of the regional director. This practice is applicable where home gardens generally are not kept or are inadequate and should be encouraged and will contribute to conservation and a higher standard of living for many farm families.

4. The rate of credit toward meeting the soil-building goal was reduced for several soil-building practices, these reductions being made as a means of obtaining more conservation. The changes place increased emphasis on soil-building practices which are not normally carried out on a large number of farms. By reducing the rate of credit for practices which are normally carried out on a large proportion of farms, a larger proportion of funds is available to encourage other desirable practices not normally carried out. (A more detailed statement regarding the changes in practice rates is included in a separate statement which is attached.)

STATEMENT REGARDING REDUCTION IN RATES OF CREDIT
FOR SEEDINGS AND OTHER SOIL-BUILDING PRACTICES.-
1940 AGRICULTURAL CONSERVATION PROGRAM

The 1940 Agricultural Conservation Program was approved on September 6, 1939. On November 25, 1939, the program was amended by reducing the rate of credit toward meeting the soil-building goal for several soil-building practices. The reductions were made as a means of obtaining more conservation. These changes place increased emphasis on soil-building practices which are not normally carried out on a large number of farms and make it possible to maintain or increase the rates of payment used in determining the amount of payments to be earned with respect to soil-building practices. By reducing the rate of credit for seedings and other practices which are normally carried out on a large proportion of farms, a larger proportion of the funds is available to encourage other desirable practices not normally carried out.

A maximum payment which may be earned by carrying out soil-building practices is established for each farm. The soil-building goal is one unit of practices for each \$1.50 in this payment. Therefore, a producer earns \$1.50 for each unit of practices carried out up to the amount of the maximum payment available for practices.

The credit for seeding alfalfa was reduced from two units per acre to one unit per acre. The credit for seeding annual ryegrass, annual sweet clover, biennial legumes, perennial legumes, perennial grasses and legume and grass mixtures was reduced from one unit per acre to $\frac{1}{2}$ unit per acre. Credit for seeding timothy and redtop or mixtures of timothy and redtop was reduced from $\frac{1}{2}$ unit per acre to $\frac{1}{4}$ unit per acre. In all areas except the Southern Region the seeding of lespedeza may earn a maximum credit of $\frac{1}{2}$ unit per acre instead of one unit per acre. In the Southern Region where its use has not been extensive the credit for seeding lespedeza will be $\frac{2}{3}$ unit per acre. The seeding of winter legumes is continued at one unit per acre since the cost of carrying out this practice is greater and there are no substantial areas where such seedings are made as a routine farming practice. The rate of credit for summer legumes interplanted or grown in combination with soil-depleting crops when used as green manure or cover crops will be $\frac{1}{2}$ unit per acre instead of $\frac{1}{2}$ unit per acre. Slight changes have also been made in a few other soil-building practices.

The soil-building practices with respect to which a change in credit was made are practices which are normally carried out as routine farming practices on a substantial number of farms. A cooperative study made by the Agricultural Marketing Service and the Agricultural Adjustment Administration indicates that payments made in 1937 for new seedings were only 20 percent effective in getting seedings in addition to those normally carried out. Payments made for seeding winter legumes were about 86 percent

in getting additional seedings while the corresponding figure for green manure crops was 50 percent, for the application of limestone 75 percent, and for planting forest trees near 100 percent. It is believed the proposed changes will encourage the carrying out of soil-building practices which are needed and are not normally carried out, and that as a result the total contribution to conservation will be materially increased.

It is not expected that the reduced rates of credit will result in a material change in the acreage of legumes and grasses which are seeded in 1940. In some instances, the acreage seeded will be smaller because of the reduced credit, but in other cases increased acreage will be seeded in order to meet the soil-building goal. The use of lime, superphosphate, terracing and other desirable practices should be increased which will result in a greater total accomplishment. It is significant to note that each individual farmer may earn as large a payment as he would otherwise be able to earn but will be required to render a greater performance in qualifying for the payment. This will mean greater improvement of his farm and a greater contribution to conservation of the soil resources of the nation.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C..

December 12, 1939.

MEMORANDUM TO STATE OFFICES

The Secretary announced at the recent land grant college meeting that a concerted effort would be made by departmental agencies to obtain more conservation by reorienting and coordinating the programs which deal with conservation in its various phases. It was indicated that announcements regarding the renewed emphasis on conservation would be made at an early date.

Supplement 1 to the 1940 Agricultural Conservation Program approved by the Secretary on November 25, 1939, contained the changes in connection with this program. As a means of obtaining more conservation and as a means of maintaining the amount which could be earned by carrying out soil-building practices, the rate of credit for certain practices was substantially reduced. The practices for which credit was reduced are normally carried out on a large proportion of the farms and by making this reduction a larger proportion of the funds are available to encourage other desirable practices not normally carried out. Also, in many cases increased acreages of the same practices should be obtained. The amendment provided an increase of ten percent in the rate of payment on crop land in Area A to be earned in carrying out soil-building practices. In this area, the proportion of funds available for carrying out soil-building practices has been substantially less than in other areas. Other changes designed to obtain more conservation were included in the 1940 Agricultural Conservation Program which was approved September 6, 1939. No other changes in the program for 1940 are contemplated.

In the administration of the program there are a number of ways in which more conservation may be obtained under the provisions of the program. Every effort should be made to take advantage of all of the opportunities offered to accomplish this necessary objective. Careful attention should be given to each of the following items:

1. Specifications of conditions under which credit may be received for soil-building practices should require maximum performance in order to receive credit toward meeting the soil-building goal. State and county committees are in a position to make the practices more effective under the conditions prevailing in the state or county through the specifications issued with respect to soil-building practices.

2. Through personal contacts with farmers in the preparation of farm plans or notices of intention to participants in the 1940 Agricultural Conservation Program encourage the carrying out of soil-building practices which are needed on the farm and which are not routine farming practices. This will include emphasis on county soil-building goals for particular practices most needed in the county and concentration of educational effort on the selected practices. Special emphasis should be given to the utilization of combinations of soil-building practices which would tend to make each of the practices more effective, for example: the use of limestone and superphosphate in connection with seedings and cover crops on land which is terraced, etc. Assistance should be given to county committees in obtaining local information which would be of assistance in this work. This will, in many cases, include tours to practical demonstrations in other counties.
3. Expand the program for furnishing grants of aid to farmers for soil-building practices most needed on the farm where farmers have difficulty in obtaining materials or credit with which to purchase them. Through grants of aid farmers can be encouraged to carry out soil-building practices in addition to practices normally carried out and experience has shown that where grants of aid are furnished, the practices carried out exceed the soil-building goal for the farm on a greatly increased number of farms.

In addition, more conservation may be obtained by coordinating the efforts of the Agricultural Adjustment Administration with the work of other agencies wherever possible. In most cases this will involve continuation of cooperation already in effect. The following are now in effect and should serve as a means of greater coordination and increased conservation.

- (1) Farm plans for farms within soil conservation service project or work areas will be made available to county agricultural conservation committees prior to the determination of allotments under the Agricultural Conservation Program as far as practicable and governing bodies of soil conservation districts will be encouraged to do likewise. County committees will, insofar as practicable under existing regulations and instructions and the maintenance of equity of allotments for all farms in the county, establish allotments in line with the acreages provided in the farm plan. That is, county committees should give consideration to the desirable acreages under the farm plans developed by the soil conservation service and the soil conservation districts in determining acreage allotments under the Agricultural Conservation Program. If necessary, the plans developed by the soil conservation service will be revised in line with the allotments so established. Farm plans completed after allotments are established will provide for acreage of depleting crops in 1940 as nearly equal to the allotment under the conservation program as is practicable.

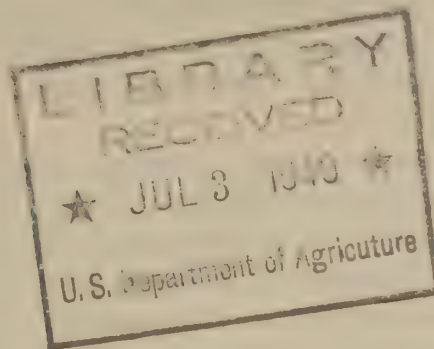
- (2) Farm Security Administration farm plans will be based on allotments under the Agricultural Conservation Program established for such farms. In the case of Farm Security Administration farm plans prepared before allotments under the conservation program are established, the county committee should establish allotments as nearly in line with the acreages provided by the FSA farm plan as is possible under existing regulations and instructions and the maintenance of equity of allotments for all farms in the county. Farm Security Administration county supervisors and project managers will obtain from the county committee the allotments established for farms cooperating with the Farm Security Administration, and in cases where allotments have not been established, will obtain the best available information with respect to the allotments which are likely to be established.
- (3) Upon request of the county Farm Security Administration supervisor, county committees will encourage strongly that non-allotment options offered under the Agricultural Conservation Program be elected for farms where the FSA farm plan indicates this is necessary in order to provide the farm family with food and feed for consumption on the farm. The FSA supervisor may request that all their clients in the county be encouraged to exercise the non-allotment option with respect to general soil-depleting crops in Area A, or corn in the commercial corn area or for a designated list of such farms.
- (4) The county committee, which includes the county agent, should confer with available personnel of the Soil Conservation Service, Farm Security Administration and County Land Use Planning Committee in counties where such committees are organized and functioning, in determining the soil-building practices which should be emphasized in the county in 1940. The practices selected should be practices which are most needed on the farms and which are not carried out as routine farming practices. The committee should encourage the carrying out of such practices in the preparation of AAA farm plans and in otherwise contacting producers.
- (5) State and county committees should continue to cooperate with Extension Foresters, representatives of the Forest Service, State Forestry Agencies and Soil Conservation Service foresters in considering suitable varieties of trees for planting, sources of supply and cooperative purchase of trees, as well as for discussions and demonstrations on approved woodlot or forest management practices.
- (6) County committees should continue to cooperate with FSA and SCS

personnel in furtherance of the water facilities program. Information will be furnished by the county committee as to the water facilities which may be paid for in whole or in part under the agricultural or range conservation programs.

We cannot overemphasize the necessity for and desirability of obtaining maximum conservation under the agricultural and range conservation programs. The attention of all committeemen should be specifically directed to each of the points indicated above which are applicable to their county. By careful administration of the program it is believed that substantial progress can be made in obtaining more conservation.

Director.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



June 1, 1940.

Dear Committeemen:

Ever since war broke out in Europe last fall the Department of Agriculture has maintained that the war would hurt farmers in this country. The events of the first six months of the year have confirmed this view. Present prospects for most farmers are no better.

No matter what turn the war takes we face a reduction in exports of most farm commodities during this year. It is probable that we shall lose perhaps half our 1939 farm exports to Europe. Instead of looking forward to improved prices, as perhaps half our farm people do at present, farmers must realize that higher prices for most major crops and livestock products are not in prospect. They will be selling on markets that are frequently jittery. Surpluses in certain lines are apt to increase.

On the other hand producers of products consumed almost entirely in this country should benefit from increased city employment and purchasing power resulting from our own defense preparations and from increased sales of armaments to the belligerents, both of which developments should result in a rise in business and industrial activity.

But producers of export crops are confronted by a different situation.

During the first six months of the war producers of tobacco and fruits have been affected most. They have lost a large part of their export market. Tobacco growers have lost additional outlets with almost every new stage of the war's progress. Tobacco producers should not expect an improved export situation as the United Kingdom, our principal export market, is not purchasing any at this time and almost certainly will not take its usual amount from the U. S.

Wheat exports since September have been less than 1/4 the amount for the same months last year and the situation is not expected to improve.

Cotton exports are likely to be far below the level of the present marketing year.

Exports of lard and pork increased during the first several months of the war but have declined drastically during the last three months. Pork producers with larger numbers of hogs to be marketed face an export market possibly 1/3 smaller than this year.

Without the machinery of acreage adjustment the shocks to our farm economy from world war would be unbearably severe. Fortunately the AAA program offers the means of cushioning the shock and provides the devices for maintaining farm income at a high enough level to permit farming as a business to continue without widespread disruption and ruin. The lot of most farmers is bound to be hard in the days ahead but it is unlikely to become desperate as was the case in 1932.

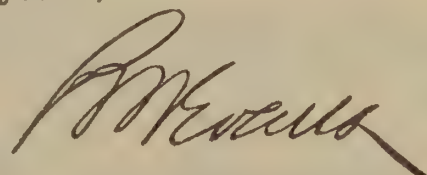
Farmers must become acquainted with these facts. Otherwise they will be unprepared for the eventualities that are growing plainer every week, and might be subject to the hysteria which the nation must avoid while passing through the present world disruptions.

It is important also that farmers, especially committeemen, bear in mind that all progressive programs such as AAA must continue--with suitable adjustments to changed conditions--if we are to have any hope for bearable living conditions both during and after the war. We must not allow our intense interest in world developments to detract unduly from our domestic efforts on the farm program. After all, the regular chores must be done.

In times like these many unwise proposals are made. Clear-headed thinking is required to avoid hasty actions that may react in a damaging way. It is tremendously important to preserve and improve our national morale. Panic and groundless suspicions damage morale. We are justified in having confidence that the rank and file of American people will respond to America's need with loyalty, with the zeal and with the resourcefulness that develop best in a free society.

AAA has the opportunity to perform great service in the days ahead. The No. 1 job is to hold the line on the program that it may protect farmers and the Nation now and in the future. Perhaps only second to this is the opportunity presented to keep the rank and file of Americans who live on the farms and in the small towns informed about the effects on agriculture of the changes in national and international conditions. Each committeeman should be a center for accurate information and we shall endeavor to keep you informed.

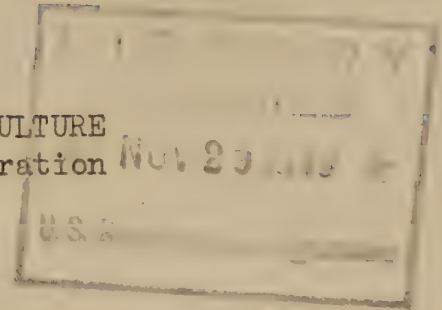
Sincerely yours,

A handwritten signature in dark ink, appearing to read 'R. H. Evans', written in a cursive style.

Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.




November 4, 1940.

MEMORANDUM FOR DIRECTORS OF DIVISIONS
AND CHIEFS OF SECTIONS

Information has reached my office that some cases involving misconduct of employees of the Agricultural Adjustment Administration are not reported promptly as required by the Regulations of the Department of Agriculture.

It is hereby directed that in accordance with Paragraph No. 2912, Regulations of the Department of Agriculture, all cases of misconduct, neglect of duty, or irregularities on the part of any employee be promptly reported to this office in order that there may be no delay in taking appropriate action.


Administrator.

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Adm

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration,
Washington, D. C.

November 5, 1940

Subject: Information on Defense and Agriculture

To All State and County Committeemen:

This is an important administrative communication. It brings you a statement of principle dealing with the relation of agriculture to national defense. Please read carefully.

I am attaching a copy of a memorandum from Secretary Wickard which transmits a statement by the Agricultural Commissioner of the National Defense Advisory Council, Mr. Chester C. Davis.

This memorandum is the first in a series which you will receive at frequent intervals from now on. Others to follow will bring you facts about progress of phases of the defense programs which affect agriculture and about progress of the agricultural part in the defense programs. In the next few weeks you will receive in this series of Secretarial memoranda: (1) a brief analysis of the part of all Department of Agriculture programs in national defense with special attention to the part of our own program in the total defense effort; (2) a report on the present and probable future effects on agriculture of war in the Old World and defense program in the United States; (3) facts about the agricultural and other problems of our neighbor nations in South and Central America which will influence the Inter-American hemispheric defense program; (4) facts about the national drive for better nutrition which is now being cooperatively prepared by this Department, the State Extension Services and the Consumer Commissioner of the National Defense Advisory Commission.

Now, as to the use of this file of information on agriculture and defense which will be provided you:

First, please inform yourselves thoroughly by reading and studying the documents and reports that will be sent you.

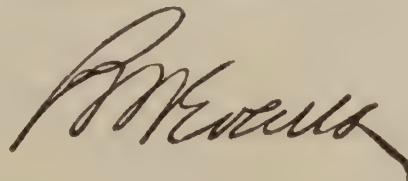
Second, those of you who hold meetings in connection with your official work may use the information to inform your cooperators attending the meetings on the subject of defense and agriculture. The facts that you will receive in this series are facts that all farm people will now have to take into consideration in dealing with their problems. These facts, therefore, will have a definite place in your discussions with farm people. Do not, however, call meetings solely for the purpose of informing cooperators on this subject.

Third, county committees should utilize opportunities in connection with regular work to keep community committeemen particularly, thoroughly informed.

Fourth, those of you who are requested to speak before meetings called by other persons - farm groups, civic groups, etc., may use the information contained in this file on defense and agriculture in your addresses before these groups.

In short, the Agricultural Adjustment Administration and the Department are going to provide you with accurate and fairly detailed information about the developing program of national defense as it relates to agriculture. All of us are eager to have this information. The citizens whom we serve are eager to have this information. You may pass it on to them.

Sincerely yours,

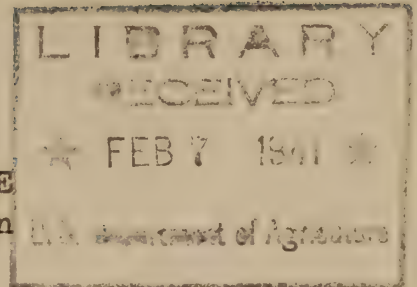


Administrator.

Enclosures

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



January 10, 1941

MEMORANDUM FOR STATE AGRICULTURAL CONSERVATION COMMITTEES:

Enclosed herewith are copies of a statement prepared by the Inter-bureau Coordinating Committee on Land-Use Planning, entitled "Suggestions for a Unified State Agricultural Program to Meet the Impacts of War." This statement, which has been approved by the Secretary, suggests ways in which the State Land-Use Planning Committees can assist the Department in determining the necessary changes in its activities.

I think all of us in the Agricultural Adjustment Administration realize the importance of developing programs to meet the impacts of war and national defense which will avoid the maladjustments in agriculture which took place during the last World War and at the same time make the maximum contribution to national defense.

It is highly important that we work closely with the State Land-Use Planning Committee in each State in carrying out the provisions of this statement. In the first place, it is essential that the State Land-Use Planning Committees be fully informed concerning the present programs administered by the AAA, and in the second place the recommendations of these committees should be given consideration in formulating future AAA programs.

In view of the present high administrative costs of county agricultural conservation associations, no additional work should be undertaken in county offices in connection with this project without prior approval of the regional director.

A handwritten signature in cursive script, appearing to read "B. Evans".

Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

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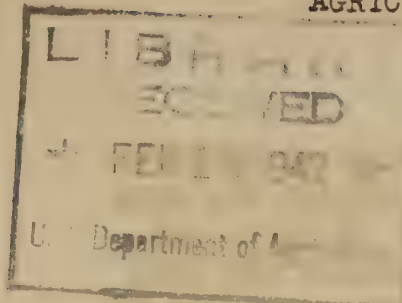
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.



June 7, 1941.

MEMORANDUM FOR DIRECTORS OF DIVISIONS AND CHIEFS OF SECTIONS

A report has come to my attention which indicates that in one of the field offices of the Administration, there has been in practice the policy of granting compensatory time off to employees who on various occasions were required to work more than the regulation number of hours a day. In some instances, employees who had accumulated a number of days' overtime have been permitted to use the overtime in the nature of a vacation, supplementing annual leave. Further, there have been cases when a per diem employee worked on a holiday, was paid for the holiday, and the overtime then applied to a prior Sunday in order to pay him for that day also, although no work was performed on the Sunday.

The administrative regulations of the Department of Agriculture are specific as to hours of duty and overtime, and are quoted below in part for the information and guidance of all officials who are responsible for approving leave of employees. On November 24, 1937, a memorandum was sent to the directors of Divisions and Sections of the Administration which also called attention to overtime leave. These regulations apply equally to employees working in Washington and in the field, to per diem, as well as to per annum employees.

"2541. Compensatory Leave. There is no authority of law, except as mentioned below, to grant leave with pay in excess of the maximum annual leave with pay permissible under the statutes, to compensate employees for overtime work.

"Compensatory time for work required by a responsible administrative officer on Saturday afternoon shall, however, be granted by the shortening of another work day. Compensatory time shall be granted at the earliest practicable date, preferably within the week following that in which earned, but at such time as is not inconsistent with official business. (22) The compensatory time allowed for excess service on Saturday shall not exceed the difference between four hours and the normal work day (seven or eight hours.) (See Regulation 2211 and 10 C.G. 464). Compensatory time cannot be utilized to cover absence for a full working day, however, whether Saturday or other day. (11 C.G. 159)

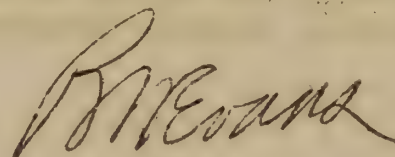
"A written record shall be kept of all required work on Saturday for which compensatory leave may be granted, comprising the name of the employee, the date, and the amount of time in hours and fractions thereof accruing under the above provisions; and when equivalent time has been taken, the record shall be completed by an entry showing the date and time of beginning and ending of the equivalent period."

"3214. Additional Compensation. * * * Unless specifically authorized by law, no employee of this Department shall be paid additional salary for extra work of any kind in any bureau, division, or other subdivision of the Department of Agriculture, nor shall any civilian retired for age be appointed to any position in this Department. (1, 26, 54, 61, 62, 63, 66, 67, 68, 176, 513)."

In order to effect payment for overtime work pay roll vouchers have been falsified to show that the employees concerned performed services on days when no service was performed by such employees. Any official who certifies such a falsified pay roll voucher violates Section 80, Title 18, of the United States Code, which provides a penalty of a \$10,000 fine, or imprisonment for not more than ten years, or both, for anyone who knowingly and willfully falsifies or conceals or covers up by any trick, scheme, or device a material fact, or makes or causes to be made any false or fraudulent statements or representations, or makes or uses or causes to be made or used any false bill, receipt, voucher, roll, account, claim, certificate, affidavit, or deposition, knowing the same to contain any fraudulent or fictitious statement or entry in any matter within the jurisdiction of any Department or agency of the United States.

If at any time in the future it is found that the absence of employees from duty is being charged against overtime, except for overtime performed on Saturday, not in excess of the difference between the normal work day and the Saturday four-hour day, recovery will be required for pay received by employees for such overtime granted in contravention of law. Disciplinary action will be recommended to the Secretary of Agriculture against officials who approve compensatory overtime except as prescribed by law and regulations.

It is requested that all officials having supervision over leave be furnished immediately with a copy of this memorandum together with such other instructions as you may consider necessary.



R. M. Evans,
Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.

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★ JAN 2 1942 ★
U.S. Department of Agriculture

July 3, 1941

Memorandum to State Chairmen and Administrative Officers
And County Chairmen of AAA Committees:

As stated in the accompanying memorandum Secretary Wickard has established United States Department of Agriculture Defense Boards in every State and agricultural county in the United States and has named either the State chairman or the State administrative officer as State Chairman of the State Defense Boards and chairmen of county AAA committees as chairmen of the United States Department of Agriculture County Defense Boards.

These Boards are being established because of the increasing amount of defense activity affecting farmers. The establishment of these Defense Boards, made up of representatives of the Department agencies dealing with or affected by the defense program, indicates the increasing intensity and comprehensiveness of the whole defense program.

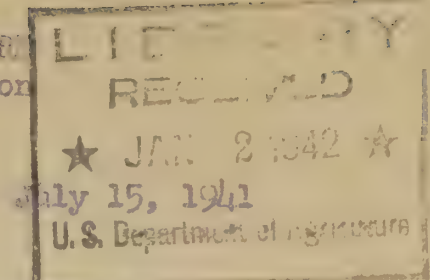
While the chairmanships will impose an additional burden upon what is already a heavy task, they offer to AAA workers wider opportunity to take a vital part in the whole defense program. The designation of AAA representatives to head these Defense Boards imposes a two-fold responsibility upon us in AAA. First is the responsibility to carry through the job of defense among our farm people. The second responsibility is that we must, more than ever before, coordinate our work with that of the other agencies of the Department. Through this cooperation the work of defense will go forward as a united effort which cannot help but succeed.

Sincerely yours,

W. E. Evans
Administrator

1.42
H14M

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



MEMORANDUM TO STATE AAA ADMINISTRATIVE OFFICERS

At the request of the Secretary's Office I am sending you a list of the members of the United States Department of Agriculture Defense Board for your State established on July 5 by Secretary Wickard and of which you were named Chairman.

The membership of this Board comprises representatives of the principal U. S. Department of Agriculture agencies in your State. As at present set up, these include representatives of the Agricultural Adjustment Administration, Bureau of Agricultural Economics, Farm Security Administration, Soil Conservation Service, Farm Credit Administration, Surplus Marketing Administration, Agricultural Marketing Service, Forest Service, Rural Electrification Administration, and Extension Service. This comprehensive membership emphasizes the fact that the work of these Boards will be of a Department nature. It also means that the success of the Boards will require the closest coordination among the representatives of the Department agencies comprising them. The creation of the Defense Boards offers a very great opportunity for the Department of Agriculture agencies to unite their efforts for defense. The Boards provide a mechanism for doing effectively work which is beyond the scope of any single agency of the Department. You and the other members of the State Defense Board are assuming an important responsibility. Your Board will need to carry out general defense projects of the Department and to coordinate in your State the defense work of the different Department agencies. Also, you will have the task of cooperating with defense agencies outside of the Department of Agriculture which will be active in your State.

The work of your Board will emerge more clearly as the defense program develops and specific information will be sent you as rapidly as possible. We can not list this work in detail at this time but it is certain that it will be highly important for agriculture.

I am confident that the job ahead is going to be well done and I congratulate you on your new position and your new responsibility.

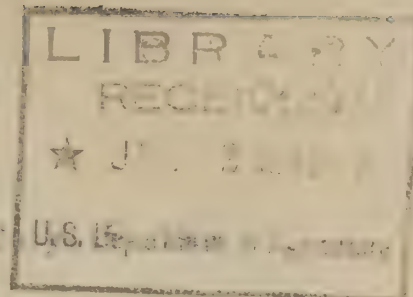
Sincerely,

A handwritten signature in cursive script, appearing to read "R. H. Evans".

Administrator.

1.42
R24M

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL DEFENSE BOARD
Washington, D. C.



MEMORANDUM TO COUNTY AAA CHAIRMEN

I wrote you briefly when Secretary Wickard established the U. S. Department of Agriculture Defense Boards in every county in the United States. This letter is to tell you in more detail of the significance of these new Boards.

The Secretary has paid a high honor to AAA committeemen in designating them as chairmen of the new Defense Boards. This designation grows, in part, out of the fact that the agricultural defense effort will be concerned primarily with production and with adjustments in production. The designation is also a recognition of the service which you, as committeemen, have performed in the past and at the same time implies confidence in your ability to work through these Boards to meet the needs of the present emergency.

My message to you is this: (1) Get done the job that has to be done; and (2) as chairman of your Board, work harmoniously with the representatives of the other agencies on the Board for the best interests of the defense program.

We are living in a time of swift change and we must be prepared to adapt our thinking and our action to the times. You, as chairman of your County Defense Board, along with the representatives of the other Department agencies in your county, are shouldering a tremendous new responsibility. Undoubtedly, the work will require heavy contributions of your time. In this new position your Board will have a two-fold task. First, will be that of carrying out specific defense projects of the Department through coordinating in your county the defense work of all the Department agencies. Second, you will need to cooperate with defense agencies outside the Department which will have work in your county. These tasks will demand that you so conduct your chairmanship as to bring about the whole-hearted cooperation of every Department agency represented in your county.

This is more than another AAA activity. It is a U. S. Department of Agriculture activity. But the fact that Secretary Wickard chose AAA chairmen to head County Defense Boards makes it especially important to us in AAA that the new plan succeed. It is important that these new Boards function smoothly and that all Department agencies share actively in their work.

The specific work of your Board will emerge more clearly as the defense program develops and more detailed information will be available shortly. These functions can not be too rigidly defined since we do not as yet know how much the defense effort will be broadened. It is certain, however, that the functions will be very important to the whole operation of agriculture in the days ahead.

I am confident that the job ahead is going to be well done and I congratulate you on your new position and your new responsibility.

Sincerely yours,

A cursive handwritten signature, likely of the Administrator, written in dark ink.

Administrator

1.42
A24M

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

LETTER TO CHAIRMEN STATE USDA DEFENSE
BOARDS FROM AAA REGIONAL DIRECTORS

I wish to clear up certain issues of relationships and responsibilities in Defense Board work on which we should all have clear understanding.

As Chairman of the State USDA Defense Board you are acting in a dual capacity with a dual responsibility. You were appointed by the Secretary of Agriculture and are responsible to him for Defense Board work. On the other hand, you are also administrative head for the Agricultural Adjustment Administration in your State, and as such are responsible for this work to Administrator Evans through me. This means that you are acting in Defense Board matters in a Department-wide capacity. At the same time as executive head of AAA you are acting also as its representative on the Defense Board. This makes a difficult though by no means impossible situation for you. You can handle both jobs satisfactorily if you keep in mind always the dual nature of your work and responsibility.

Secretary Wickard has charged Administrator Evans with the responsibility for transmitting, explaining and seeing that instructions of the Secretary of Agriculture are carried out by the Defense Boards through the regular channels of the Agricultural Adjustment Administration. Mr. Evans has designated Wayne Darrow, Director of the AAA Division of Information, to act for him on Defense Board matters and has delegated to me the responsibility for seeing that Defense Board work accomplishes its objectives in our Region. This means that I am holding you responsible for this work in your State.

In discharging your responsibility you will be expected to see that the work given to the Board by the Secretary is planned, organized and carried out in an effective and efficient manner. You are expected to follow through and check up on the various activities connected with the Farm Defense Program and related programs such as the farm machinery repair campaign and the scrap iron and steel collection campaign. You should see that this and all Defense Board work is done in a manner acceptable to the Board and to the Secretary of Agriculture, and should be ready to report on it when requested.

The State and County USDA Defense Boards are primarily coordinating bodies. To make the defense work a success each agency must see that its cooperation is complete and fair, and in line with the policies set forth by the Secretary of Agriculture. It is especially important that you as Chairman of the Board act in a fair and broadminded way on all matters involving relationships with other agencies. You should be particularly careful to see that no Board action is taken without consultation with the other members. This will not always involve a formal meeting of the Board when only minor matters are involved. Often a few phone calls will suffice, provided major plans and policies have been agreed upon previously. It goes without saying that ample notification should be given every Board

member of meetings of the Board and every effort made to have all members present. It is also your responsibility to see that other Board members receive copies of defense materials sent to your office.

You must keep in mind at all times that the Board has no administrative authority over any agency. The purpose of the Board is to bring the Agencies together to plan, organize and carry out a unified program agreed upon by the Board. Each agency should be given a part which it will carry out under its own auspices but in harmony with the general program. If disagreements arise or any agency does not carry out its part in line with agreements or with Departmental policy, every effort should be made to straighten the matter out with the agencies involved and within the Board. If this cannot be done, the agencies should report the difficulty to their respective administrative superiors. Certainly you as Chairman of the Board should not attempt to coerce other agency representatives into action they do not approve. If the matter is sufficiently serious report it to the Secretary of Agriculture through this office. It is hoped that few such situations will arise.

You should bear in mind that one of the purposes of the Secretary in setting up the Boards is to furnish Departmental agencies a means of jointly calling upon the services and cooperation of non-Departmental agencies. This includes farm and cooperative organizations, vocational agriculture teachers, defense and civic organizations. It is important that the Board make contacts and maintain relations with all of them. Your especial attention is called to the importance of having the cooperation of vocational agriculture teachers and farm and cooperative organizations. If representatives of these have not already been called into Board meetings it should be done in connection with the present Farm Defense Program. Not only should they be called in for consultation at the start but the contacts should be renewed from time to time in order that there may be good working relationships.

I wish also to call your attention to the newly created USDA Field Information Service with field representatives located at San Francisco, Amarillo, Baton Rouge, Raleigh, Upper Darby, Milwaukee and Lincoln. This Field Information Service was organized at the request of the Secretary of Agriculture to act in a Department-wide way much as the Regional Contact Section has acted for AAA. It is the express desire of the Secretary that these field information men cooperate with all agencies on the Defense Board work. They are charged by the Secretary with a staff responsibility of assisting in the field of information and public relations. Since a large part of the Farm Defense Program is of an informational character, it is at once apparent how useful these information representatives can be in helping make the program a success. The representative(s) for the _____ Region (is) are _____, _____ (address) _____.

It is important, therefore, that they keep in close touch with us in the regional office in Washington and with you as Chairman of the State USDA Defense Board.

I wish to repeat that all communications on Defense Board work should be signed by you as Chairman of the USDA Defense Board and addressed to the Secretary of Agriculture. Send the original and one copy in an envelope addressed to me as Director of the Region. We will promptly transmit one copy to Mr. Darrow's office which has been established as the central clearing office for all Defense Board information. His office is working with T. Roy Reid in the Office of the Secretary, and also services all divisions of AAA on Defense Board matters.

You will receive communications from the Secretary of Agriculture on important policy matters and on the launching of new programs. Aside from this, all official communications from Washington on Defense Board matters will come to you over my signature.

Director _____ Division

November 7, 1941

I wish to report that all communications as follows have been received:
be placed in the hands of the British Government and referred to the
Department of Agriculture, and the United States Department of
Agriculture as an official of the United States. It will probably be
sent to Mr. Taylor's office which has been established in the
Department of Agriculture for all foreign business. The office is
located in the Office of the Secretary, and all business will
be handled by the Secretary.

The following communications from the Department of Agriculture are
important which should be in the hands of the Secretary. It is
also, all the communications from Washington as follows have been
sent to the Secretary.

Division _____

October 7, 1911